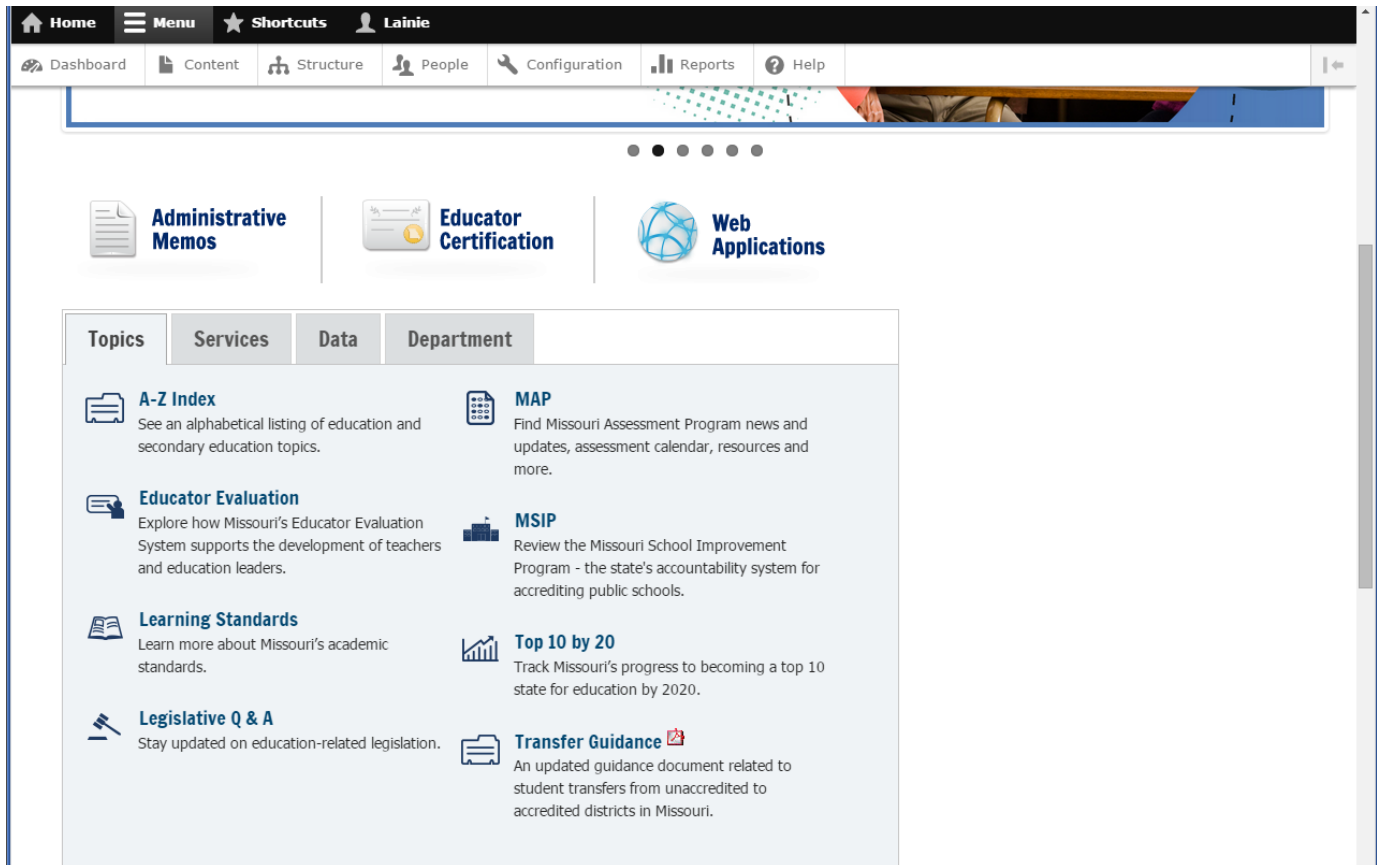# Drupal Advanced - How to Create a Tabbed Block:

TEST

A tabbed block is a series of tabs with information on them that you can navigate between

They can hold text, links, data tables, etc. Typically tabbed blocks are used to organized a large amount of information into a concise and organized area.

Please visit with Brent Foster before adding a tabbed block to ensure this is the best solution.

- Go to content → MO CMS: Tabbed Block
- Title your block so you can easily locate it
- Assign it an editorial section (ie, Assessment)
- Go to Content tab, - this is where you establish all your tabs and add content
- Note: A general rule is to have no more than four tabs, sometimes five tabs will fit ok in the space.
- Title your Tab
- You can either begin adding content or go ahead and establish the number of tabs you will have.
- Click "Add another item" to create another tab
- Click save at any time to save your tab information.
- You will notice there is an arrowed "drag" icon to the left of each tab of information. This allows you to reorder your tabs if needed.

To add a tabbed block to a page, see directions for Add Tabbed Block to a Page on the Drupal Documentation page:

http://dese.mo.gov/web-commun-training/drupal-documentation-resources